



MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 14th OCTOBER 2024 AT THE TOWN HALL.

Present: Cllrs: K Bayes (Chair) Cllrs: M Green, S Toone, M Taylor, M Willoughby,
C Scrivner, M McGeary, P Hanton, P Wilmshurst and R Wilmshurst.

Members of Public: – 3

Clerk: D.Joy

MINUTES

The Chair informed members the meeting was being recorded.

01 Apologies for Absence

Cllr Hood – unwell

The motion was proposed, the motion was seconded,
Members **AGREED** Cllr Hood's apologies for absence

02 Declarations of Interest and requests for Dispensations

If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

None

03 Minutes of Previous Meetings

3.1 To agree and sign the minutes from the Full Council Meeting on the 9th September 2024.

The motion was proposed, the motion was seconded,

Members **AGREED** the minutes from the Full Council Meeting on the 9th September 2024.

The Chair signed the minutes.

04 Mayors Report

Waiting on KB

05 Public Participation Time

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to receive County and District Councillors reports and allow Councillors with prejudicial interests to speak.

Note that only items on this Agenda are to be discussed – for any other item/subject please contact the Clerk in writing for submission at a future meeting.

The motion was proposed, the motion was seconded,
Members **AGREED** to adjourn the meeting to allow all members of the public present to speak.

County Councillor Dixon gave his report.

District Councillor Taylor gave his report.

A member of the public commented on a planning application refusal from NNDC.

The motion was proposed, the motion was seconded,

Members **AGREED** to resume the meeting

06 MATTERS FROM PREVIOUS MEETINGS

To report on progress on items from previous meetings. No decisions may be taken.

- 6.1 All agreed minutes filed.
- 6.2 All payments authorised.
- 6.3 Fire Doors pending
- 6.4 AB Fire Safety instructed to carry out annual fire doors inspections.
- 6.5 Changes to event booking form updated.
- 6.6 HR Company ongoing.
- 6.7 Community Ownership Scheme pending.
- 6.8 Town Hall flagpole ongoing
- 6.9 Oil Tank at Town Hall waiting on NNDC
- 6.10 Legionella report waiting on quotes
- 6.11 Moles at Campingfield on Amenities in November.
- 6.12 Parish Partnership waiting on reply from Sutton Parish Council.
- 6.13 Feed back re Stalham High Street sent to NNDC.
- 6.14 Westcotec emailed or a quote re new pole for SAM2.
- 6.15 Contractor instructed to carry out street light electrical testing.
- 6.16 Email sent to Tim Adams regarding closing of the High Street toilets.
- 6.17 Ordered new laptop.
- 6.18 Emailed EE re new mobile phone contract.
- 6.19 Burial safe ordered.
- 6.20 Charity/Council course booked.
- 6.21 Meeting dates updated.
- 6.22 2025-2026 Projects added to budget.
- 6.23 Council solicitors sent Staithe agreement.
- 6.24 Business forum email replied to.

07 Amenities

- 7.1 Update on Millside's weekly playground inspections and to consider and agree any actions.
No action required.

08 Finance & General Purposes Committee

- 8.1 To consider and agree Augusts' and Septembers' reconciliations of bank accounts.
The motion was proposed, the motion was seconded,
Members **AGREED** August and September's reconciliations of bank accounts.
- 8.2 To consider and agree October's payments.
The motion was proposed, the motion was seconded,
Members **AGREED** October's payments.
- 8.3 To consider and agree the external auditors report for 2023-2024.
The Clerk informed the meeting that the comments raised by the external auditor are from last year's audits and a clarification has been given:
a) The figure PKF Littlejohn require regarding the charity's monies held in Councils account 2022/2023 could not be quantified due to the disarray of the accounts.
b) The cemetery wall figure in Council's asset register is correct.
The motion was proposed, the motion was seconded,
Members **AGREED** the external auditors report for 2023-2024.
- 8.4 To consider and agree if to cover the costs for the Towns Christmas tree.
The Clerk informed the meeting this had not been budgeted for and would come from general reserves.
The motion was proposed, the motion was seconded,
Members **AGREED** to ask the Community Charity Shop would like to donate to this tree, but if they were unable Council would cover the costs.
- 8.5 To consider and agree to cover the costs for a volunteer drop in at the Church Christmas Tree Festival.
The Clerk informed the meeting this had not been budgeted for and would come from general reserves.
The motion was proposed, the motion was seconded,
Members **AGREED** to approach Tescos to cover the costs on behalf of the Council.

09 Training

- 9.1 To consider and agree for the Clerk and Admin assistant to attend a free venue hire training from County Council.
The motion was proposed, the motion was seconded,
Members **AGREED** for the Clerk and Admin assistant to attend a free venue hire training from County Council.

10 Policies, Documents and Communications.

- 10.1 To consider if to enter the Church Tree Festival this year, and if so the budget.
The Clerk informed the meeting this had not been budgeted for and would come from general reserves.
The motion was proposed, the motion was seconded,
Members **AGREED** to enter the Tree Festival with a Net Zero net Budget theme.
- 10.2 To consider if to have a Community Group to help tackle issues in Stalham.
The motion was proposed, the motion was seconded,
Members **AGREED** to formulate the **Stalham Town Action Group** (S.T.A.G), for the Clerk to formulate a Terms of Reference and to pre advertise this group.
- 10.3 To consider and agree if to grant Broadland Model Society an interim grant.
The motion was proposed, the motion was seconded,
Members **AGREED** to consider the grant application as there were some funds left in the Councils grant budget. The Council will also hold a Christmas Quiz night to bring up the shortfall

11 Events

11.1 Update on the Beer Festival and to consider and agree any actions.

The motion was proposed, the motion was seconded,
Members **AGREED** for a debrief meeting on the 22nd October at 7pm at the Town Hall.

12 To Report any other business.

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

12.1 Delegation of Powers for: None

The Clerk informed the meeting an FOI had been received regarding the Beer Festival.

Cllr Bayes informed the meeting that dredging the Staithe will begin in December.

Cllr Green mentioned the Volunteer Workshop this Saturday at the Town Hall.

13 Correspondence

To consider correspondence received by the Council and agree responses thereto.

13.1 Thank you from resident re Beer Festival.

The council were appreciative of the numerous positive feedback from the event.

14 Date of Next Meeting

14.1 To confirm that the date of the next Meeting of the Town Council will be on the 11th November 2024 at 7pm at the Town Hall.

MEETING CLOSED: 8:15pm

CHAIR:_____

SIGN:_____

Octobers' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
160	BT	D/D	Phone and Internet October	£71.94	S Toone		K Bayes	
161	EON	D/D	Town Hall September	£75.76	S Toone		K Bayes	
162	SAGE	D/D	Payroll 16.9.24-15.10.24	£12.00	S Toone		K Bayes	
163	N Power	D/D	Street Lights September	£1,201.22	S Toone		K Bayes	
164	Vodafone	D/D	Mobile 10.8.24-9.9.24	£34.53	S Toone		K Bayes	
165	Cozens	D/D	Street Lights October	£270.00	S Toone		K Bayes	
166	Stalham DIY	ONLINE	Items for Beer Festival	£110.80	S Toone		K Bayes	
167	D. Boden	ONLINE	Grass Cutting (Cemetaries) September	£571.73	S Toone		K Bayes	
168	Century Printing	ONLINE	Beer festival and volunteers fair	£1,019.52	S Toone		K Bayes	
169	D Joy	ONLINE	Salaries Sept 2024	£4,175.94	S Toone		K Bayes	
170	J Hodds	ONLINE			S Toone		K Bayes	
171	Lloyds	D/D	Credit card July	£251.07	S Toone		K Bayes	
172	S Aying	ONLINE	Town Hall Cleaning September	£202.50	S Toone		K Bayes	
173	Wave	D/D	Water allotment 10.6.24-9.9.24	£108.44	S Toone		K Bayes	
174	Rainbow	ONLINE	Stationary - Sept	£46.70	S Toone		K Bayes	
175	Platten Pest Control	ONLINE	Allotments July- Sept	£216.00	S Toone		K Bayes	
176	BBT	ONLINE	Repair fence at Milside	£75.00	S Toone		K Bayes	

Agreed at Full Council on 9.10.23

Chair Sign:

RFO Sign:

Octobers' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
177	North Walsham Fire Protection	ONLINE	Fire Marshall Training	£381.72	S Toone		K Bayes	
178	V8	ONLINE	Band for beer festival	£260.00	S Toone		K Bayes	
179	Will Overton	ONLINE	Band for beer festival	£300.00	S Toone		K Bayes	
180	Snooze Parrot	ONLINE	Band for beer festival	£400.00	S Toone		K Bayes	
181	Lucy Short	ONLINE	Band for beer festival	£230.00	S Toone		K Bayes	
182	The Pumas	ONLINE	Band for beer festival	£400.00	S Toone		K Bayes	
183	Powerhouse	ONLINE	Band for beer festival	£300.00	S Toone		K Bayes	
184	D.Joy	ONLINE	Items for Beer Festival	£94.19	S Toone		K Bayes	
185	S Toone	ONLINE	Sum Up for beer festival	£46.80	C Scrivner		K Bayes	
186	Wildcraft Brewery	ONLINE	Beers for Beer Festival	£5,880.00	S Toone		K Bayes	
187	You Drink	ONLINE	Racking for Beer Festival	£1,680.00	S Toone		K Bayes	
188	ST Marys	ONLINE	Hire of Church for Beer Festival	£300.00	S Toone		K Bayes	
189	D.Joy	ONLINE	Items for Beer Festival	£202.70	S Toone		K Bayes	
190	Toilets +	ONLINE	Toilets for Beer Festival	£918.00	S Toone		K Bayes	
191	K Bayes	ONLINE	Items for Beer Festival	£24.60	S Toone		C Scrivner	
192	Safe Safe	ONLINE	Safe for Office	£1,029.60	S Toone		K Bayes	
193	Unity	ONLINE	Bank Charges 4.6.24-3.9.24	£18.00	S Toone		K Bayes	
194	Unity	ONLINE	Fee Charge	£20.80	S Toone		K Bayes	
195	Pick and Fix	ONLINE	New lock for Town Hall	£176.50	S Toone		K Bayes	
196	G & D Ventures	ONLINE	Food for kitchen theatre	£82.00	S Toone		K Bayes	

Agreed at Full Council on 9.10.23

Chair Sign:

RFO Sign:

Octobers' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
197	MAD HR	ONLINE	Fees for advice for Employment	£720.00	S Toone		K Bayes	
198	PKF Littlejohn	ONLINE	External auditors report 2023/2024	£756.00	S Toone		K Bayes	
199	Dunhelm	ONLINE	Supply and fit Curtains for Town Hall	£1,765.00	S Toone		K Bayes	
200	BBT	ONLINE	Install noticeboards	£100.00	S Toone		K Bayes	

Agreed at Full Council on 9.10.23

Chair Sign:

RFO Sign: